

# TRURO & PENWITH COLLEGE



# PARENTS & CARERS' GUIDE TO CAREERS

A brief guide to careers  
education, information, advice  
and guidance.



# CAREERS

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Conversations about careers should include Parents/Carers and as a service we actively encourage students to discuss their career aims with you. You know their ambition, what they are studying, their skill set and their personality better than anyone. However, sometimes it may not be clear what information, advice and guidance is on offer.

## **THIS IS WHAT WE DO:**

- The offer of one-to-one impartial Career Guidance appointments. In agreement with your son/daughter you are very welcome to attend. Typically, an action plan is produced at this appointment detailing the steps required to achieve specific aims. This could be looking at University options and UCAS, directly entering the labour market or highlighting routes into a specific sector. There is a thorough exploration of established skills, reasoning behind an idea and the necessary entry requirements. Guidance is a pivotal factor in these appointments, and we have advisers who hold the Level 6 qualification in Career Guidance and Development and are on the Career Development Institute's professional register.
- Labour Market Information is always referenced, alerting students to numbers employed in sectors, average wages and occupational projections.
- We refer students to Truro and Penwith College's Job shop, a zone within the College focusing on Information. Once there, students can build a CV, apply for jobs, organise work placements and run through interview techniques.
- We also refer students to the College's apprenticeship recruitment team, connecting them to local opportunities. Apprenticeships are a viable way of securing a strong foothold into huge variety of occupational areas. It is a way of learning and earning and the apprenticeship team oversee all aspects of the apprentice's journey.
- Careers education is embedded within all curriculum areas. Tutors ensure that information and guidance is clear on which occupations are accessible as result of subject specific skills and study areas obtained though all levels of a course.

- Work experience is actively promoted for all students and acts as a key component to many of our courses. Work experience draws out employability skills and enriches future applications.
- We have a designated career programme calendar at the College. This includes our own careers' convention, an apprenticeship and recruitment fair, a visit to the Cornwall UCAS fair and workshops delivered throughout the year in our tutorial programme.
- Not only to we draw from our own expertise, but the College has a wide range of resources to assist research and enhance decision making. We have a careers' library and invest in state-of-the-art computer software packages which every student can access and use.

## **WHAT YOU CAN DO AS A PARENT/CARER:**

- Encourage research and future planning of options.
- Inform yourself of the latest developments in the labour market. Look at future trends and growth areas. Look at specific entry requirements associated to the area of interest - [careerpilot.org.uk](http://careerpilot.org.uk) has lots of useful information.
- Talk about skill sets and how these could translate as employability skills or transferable skills.
- Think of your own networks. Is there opportunity to arrange suitable work experience?
- Encourage them to book a Careers Guidance appointment at the College.
- Encourage self research and ensure conversations about future careers are fun, curious and led by your son/daughter's interests.

## **AT TRURO AND PENWITH COLLEGE WE WILL:**

We will commit to the highest possible standards in Careers Education Information, Advice and Guidance (CEIAG) through a set of standards which define best practice. These are the Gatsby Benchmarks.

The College will implement the following:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

### **GET IN TOUCH:**

Contact Tim Moody for more careers information, advice and guidance:

**t:** 01872 267188 **e:** [timmo@truro-penwith.ac.uk](mailto:timmo@truro-penwith.ac.uk)

# CAREERS PROGRAMME CALENDAR

The timetable below details the support available throughout the year for career-based development opportunities. The College uses this guide to keep track of student's education and career progression plans.

PROGRESSION	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Course Advice	●					●	●	●	●	●	●	●
Progression Appointments						●	●	●	●	●	●	●
A Level Results Day	●											

HIGHER EDUCATION	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
UCAS Clearing Advice and Support	●	●										
UCAS Application Sessions		●	●	●	●	●						
Personal Statement Sessions		●	●	●	●						●	●
UCAS Application Checks		●	●	●	●							
Personal Statement Checks		●	●	●	●	●						
UCAS Fair								●				
Mock Interviews Oxbridge			●	●	●	●						
A2 Advice Sessions (Below 36 UCAS)	●											
HE Advice Day	●											
HE Finance Information			●	●	●	●	●	●	●	●	●	●

EMPLOYABILITY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
ILP Days		●						●			●	
CV Workshops			●	●	●	●	●	●	●	●	●	●
Careers and Employability Workshops			●	●	●	●	●	●	●	●	●	●
Work Experience			●	●	●	●	●	●				
Job Search Support		●	●	●	●	●	●	●	●	●	●	●
Enterprise Learning Through JobShop	●	●	●	●	●	●	●	●	●	●	●	●
CV Support		●	●	●	●	●	●	●	●	●	●	●

EVENTS	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
College Open Events				●	●	●		●		●		
College Careers Event						●						
National Careers Week								●				
Apprenticeships Week								●				
UCAS Fair								●				

CAREERS ADVICE	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Course Advice Sessions	●											
Careers Guidance Interviews		●	●	●	●	●	●	●	●	●	●	●

